Do's and Don'ts of Resume Writing

1)Proofreading:

- Always proofread and check your resume for spelling ,typo, and grammatical mistakes.
- You can use a spell checker or an online tool like "Grammarly".
- If you make your resume in Microsoft word ,it has its own speel checker that highlights your mistakes.

2)WhatsApp/SMS language:

- Do not use WhatsApp or unprofessional language in a resume ,email ,etc. or any professional documents.
- It does not have a good impression on the Employer.
  e.g.   plz = Please
             Thnx = Thanks

3)parent's name & occupation:

- Do not include your parents name, occupation ,etc in your resume.
- It is not required and does not add any value to your resume.

4)Mention specific details:

- Be very specific while mentioning details into the resume.
- It helps the reader gain the depth of your knowledge or scale of your achievements.
- Give clean understanding of your potential and achievements to the company.

5)Declaration Statement:

- "I hereby inform that the information provided in this resume is to the best of my knowledge and is truthful…"
- It is a resume and not a letter or a code affidavit so, do not include declaration of truthfulness.
- It is assumed that whatever you listed on your resume is true and you don't have to explicitly say it.

6)Poor Formatting:

- it is difficult to read your resume if you keep changing font type , colour and font size.
- Poor formatting is a good indicator that you do not take your assignment seriously.
- Maintain consistency in the font size ,type, and colourand use only one size for the heading and only size for the content.
- Use standard font styles such as Calibri ,times new roman ,Arial.
- Use only one font style and colour throughout your resume and do not use more that two font size in your resume.
- You can use size-12 and font Times New Roman for heading section and size -10 for of the content of your resume.

7)Photograph:

Unless specifically asked by the company, you don't have to attach your photograph on your resume.

8)Length of Resume:

Write a concise resume not more than 1 or 2 page long and must be to the point.

Hiring managers and recruiters may review hundred of resume for each open position ,so a short resume ensures that they can read it quickly.

9)Save and send your resume as a pdf file:

- Always save your resume created in MS-Word or a pdf file and then send it.
- It helps avoid any changes in the format of your resume.
- This ensures that the format of your resume remains intact and is not modified even if the employers version of Ms-Word Software is different than your.

10)update your resume periodically:

Always update following sections of your resume:

- Training programs
- Projects
- Internships
- Academic qualifications, etc.

Important fact:

- 76% of resume are discarded because of an unprofessional email ID.